

Professional and Managerial Branch
Engineering Group
Registered Engineer Series

MECHANICAL ENGINEERING ASSOCIATE I*

09/89

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs a variety of mechanical engineering duties; performs related duties as required.

EXAMPLES OF DUTIES:

Prepares mechanical engineering project designs; performs engineering services concerning maintenance, repair, modification, improvement and operation of City owned facilities; reviews plans of mechanical systems such as heating, ventilation and air conditioning systems prepared by consultants; inspects City facilities to determine conditions of mechanical systems; maintains records of maintenance and repair work performed; prepares preventive maintenance and major repair schedules; prepares specifications and cost estimates of repairs, modifications, or replacement of mechanical systems.

Develops energy management and utility conservation programs for City-owned buildings, structures and grounds; conducts energy and utility studies and prepares recommendations; advises other departments in the development and evaluation of utility budgets; develops utility conservation policies and procedures; develops utility management data base and management information system.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Mechanical Engineering.

Knowledge, Abilities and Skills: Some knowledge of the principles and practices of mechanical engineering; some knowledge of the methods, materials, tools and equipment used in mechanical systems; some knowledge of cost determination techniques; some knowledge of heating, ventilating, air conditioning, heat transfer and water, steam and sanitary piping systems; some knowledge of energy conservation methods; some knowledge of the use of computer-aided drafting and design (CADD) systems.

Ability to prepare designs, plans and specifications; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain records and prepare reports; ability to establish and maintain effective working relationships with fellow employees and the general public.

Physical Requirements: Mobility within an office, field and construction site environment; operate a motor vehicle through City traffic.

Special Requirements: Subject to on-call during non-working hours and mandatory overtime during periods of Public Works Emergency Operations.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent license issued by another state.

* The Title of Mechanical Engineer I can be used provided registration as a Professional Engineer in the State of Texas has been obtained.

Director of Personnel

Department Head